



City of Tempe is seeking a Deputy City Clerk Starting Salary: \$74,242

Opening Date:

Monday, April 10, 2017

Closing Date:

Open until the needs of the City are met. First review of applications will be Monday, May 1, 2017.

Benefits

- Minimum of 14 paid vacation days per year
- 56 hours of executive leave per year
- 12 paid sick leave days per year
- 12 paid holidays per year
- Health, dental, life, and vision care coverage plans
- Up to \$5,000 per year of tuition reimbursement
- Retirement plan contributions to Arizona State Retirement System (ASRS)

How to Apply

Applicants are required to complete the online application process. The City of Tempe's practice is to release only the names of candidates who are considered finalists for a vacant position. Tempe believes that this practice is consistent with the most recent cases interpreting Arizona's public records laws.

[Click Here to Apply](#)

For further information, please contact:

Karen McNeil, Sr. Human Resources Analyst, (480) 350-8809

Selection Criteria

Applicants whose experience and training most closely meet the needs of the city may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.

Minimum Qualifications

Education:

Requires the equivalent to a Bachelor's degree from an accredited college or university in business, public administration or a degree related to the core functions of this position.

Work Experience:

Requires the equivalent to four years of full-time professional administrative or program management experience in a federal, state, county or municipal clerk office setting or other experience directly related to the core functions of this position. Federal, State and local laws, City Codes, and regulations related to municipal elections, and records management and retention experience is desirable.

The role of the Deputy City Clerk is to actively support and uphold the City Council's strategic priorities, mission and values. The Deputy City Clerk assists the City Clerk in planning, managing and implementing the activities and operations of the City Clerk's Office to provide objective, accurate and responsive administration of City Council proceedings, official City records, City elections, and the City's Board and Commission program. The Deputy City Clerk will develop and promote solid relationships with the public, City Council, city departments and other governmental and non-governmental entities.

The Community

Tempe is located in the center of the Greater Phoenix Metropolitan Area and covers about 40 square miles. The city, home to more than 161,000 residents and a workforce of more than 150,000, is surrounded by six freeways and is the only Arizona City to have border-to-border light rail. With the distinct identity as an emerging destination city, Tempe boasts all the offerings of a community rich in economics, technology, culture, tourism and educational resources.

Tempe features a wonderful mix of history and modern urban amenities and respects its heritage while planning for its future. The city still has buildings from the late 1800s in its downtown, and while enjoying dynamic growth, has maintained its unique personality and style through a careful blending of the new with the old.

The nation's largest university – Arizona State (ASU) – calls Tempe home, and Tempe Town Lake, to the City's north provides one of the most popular destinations in the state – second only to the Grand Canyon. Tempe is the spring training home for the Los Angeles Angels of Anaheim, and Downtown Tempe offers a walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business.

About 25,000 people work in downtown Tempe for companies such as Allstate Insurance, State Farm, Amazon, Lifelock, Chase and Smith Barney. Major employers in the city include Insight Computers, ASU, Wells Fargo, Edward Jones and American Airlines, as well as an electric mix of small and locally-owned businesses.

Tempe is among Arizona's most educated cities with more than 40 percent of its residents age 25 and older having Bachelor's degrees or higher. This lends itself to a creative, smart atmosphere where anything seems possible.

The Culture

Tempe residents enjoy an unsurpassed quality of life, including diverse recreational and leisure opportunities. Residents also enjoy Tempe's various cultural and art activities at its many venues including the Tempe Center for the Arts, as well as events at the Grady Gammage Memorial Auditorium (designed by Frank Lloyd Wright). In addition, Downtown Tempe's Mill Avenue District and the Tempe Beach Park host a variety of community festivals, concerts and events each year. Tempe residents have access to thousands of opportunities to stay active and connected.

